

Attachment II

NH Docket No. DM 05-172

Staff 1-29

VZ # 29

PROCEDURES FOR PROCESSING AUTOMATIC LICENSING UPON NOTIFICATION OF NEW POLE PLACEMENT

INSTRUCTIONS: FILL OUT ONE PROCEDURE SHEET FOR EACH NOTIFICATION RECEIVED, INITIAL EACH ITEM AS IT IS COMPLETED. THIS PROCEDURE SHEET REMAINS WITH THE FILE THROUGH STEP 9 AND FINAL FILING.

- _____ 1. UPON RECEIPT (VIA MAIL/FAX) OF NOTIFICATION TO RCA OF NEW POLE PLACEMENT, DATE STAMP FORM.
- _____ 2. VERIFY EXISTING UPDATED AERIAL LICENSE AGREEMENT AND APPROPRIATE CATV COMPANY IN PCLAS AND NOTE THE **AGREEMENT ID#** ON THE BOTTOM OF THE NOTIFICATION AND TYPE IN THE AGREEMENT ID# ON THE A-1 FORM. (IF VERMONT CATV OR TELECOM PROVIDER MAKE SURE A CPG IS ON FILE)
- _____ 3. REVIEW AUTOMATIC LICENSING PACKAGE FOR COMPLETENESS. POPULATE FORM A-1 AND A-2 WITH INFORMATION PROVIDED BY ENGINEER ON NOTIFICATION FORM.
- _____ 4. IF EXCESS HEIGHT CHARGES ARE INDICATED ON THE NOTIFICATION FORM, MAIL TEMPLATE LETTER #11A AND FORM A-1 AND A-2 TO CATV COMPANY. IF NO EXCESS HEIGHT CHARGES, MAIL TEMPLATE LETTER #11 AND FORM A-1 AND A-2 TO CATV COMPANY.
- _____ 5. **RCA ASSISTANT LOGS INFORMATION INTO THE APPROPRIATE AERIAL LOG AND PUTS ENTIRE FILE INTO BRING UP FOR 45 DAYS FROM DATE APPLICATION WAS INITIATED.**

45 Day BU date _____ **Agreement ID#** _____ **Insurance Expiration Date** _____

- _____ 6. IF NO RESPONSE BY BU DATE, MARK THE BU FILE **"NOT INTERESTED"** & PLACE IN THE OVER 45 DAY CABINET. INITIAL & DATE. (AUTOMATIC NO RESPONSE CABINET)
- _____ 7. RECEIVE A-1 AND A-2 FROM CATV COMPANY AND REVIEW FOR COMPLETENESS. IF EXCESS HEIGHT CHARGES, YOU WILL RECEIVE AND PROCESS CHECK.
- _____ 8. PREPARE A-1 FORM FOR MANAGER'S SIGNATURE, COMPLETING BOTTOM SECTION.
- _____ 9. PREPARE TEMPLATE LETTER #12 FOR LICENSEE.
- _____ 10. PREPARE TEMPLATE LETTER #8 FOR RCA ENGINEER. IF EXCESS HEIGHT CHARGES, INCLUDE A STATEMENT TO ENGINEER ABOUT RECEIPT OF CHECK AND INCLUDE A COPY OF CHECK AND RPC TRANSMITTAL.
- _____ 11. SPECIALIST REVIEWS FILE, SIGNS AND DATES LICENSE AND RETURNS TO RCA ASSISTANT. (FILE SHOULD INCLUDE: PROCEDURE SHEET, A-1, A-2, TEMPLATE LETTER #12, AND TEMPLATE LETTER #8).
- _____ 12. RCA ASSISTANT RECEIVES FILE BACK FROM SPECIALIST AND ENTERS BILLING DETAIL INFORMATION INTO PCLAS.
- _____ 13. PRINT BILLING DETAIL AND VERIFY IT IS CORRECT AND MATCHES LICENSE INFORMATION. HIGHLIGHT THE NEW ENTRY AND LOG.
- _____ 14. RCA ASSISTANT MAKES 2 COPIES OF THE LICENSE APPLICATION PACKAGE (A-1 AND A-2):
_____ MAIL TEMPLATE LETTER #12 WITH ORIGINAL LICENSE APPLICATION PACKAGE (A-1 AND A-2) TO LICENSEE.
_____ WRITE THE JOB ORDER NUMBER ON THE A-1 FORM GOING TO THE ENGINEER.
_____ MAIL TEMPLATE LETTER #8 AND COPY OF LICENSE APPLICATION PACKAGE (A-1 AND A-2) AND BILLING DETAIL TO THE REIMBURSABLE CONSTRUCTION ENGINEER.

OFFICE COPY INCLUDES:

Signed A-1 and A-2
Copy of Letter #12
Engineer's Letter 8
Customer's Letter #11 with BU date
Original Eng. Notification Form
Procedure Sheet
Copy of PCLAS Billing Detail

RCE Copy Includes:

Letter 8
Signed A-1 and A-2

Customer Includes:

Original Letter #12
Original A-1 & A-2 Signed

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- _____ 15. RCA ASSISTANT PLACES THE ENTIRE FILE IN THE APPROPRIATE AUTOMATIC LICENSING FILE FOLDER THAT IS FILED BY MUNICIPALITY AND ENTERS IT INTO THE LOG UNDER THE APPROPRIATE WORKSHEET TAB.